

FY 2010 Affiliate/Sub-office Abstract
 Each Abstract must be limited to 4 pages

National Agency				Affiliate Code							
Office State				FY 2008 180-day Employment Outcome (Free cases):							
Office City				FY 2008 180-day Employment Outcome (All cases, if avail.):							
Office Name				FY 2008 180-day Out-migration Outcome (Free cases):							
Office Address											
JOINT SITE				SUB-OFFICE							
If joint site, with which agency or agencies?				Sub-office							
				Administering affiliate							
R&P PROGRAM AFFILIATE STAFFING											
FY 2009 R&P FTE paid by R&P		FY 2009 R&P FTE paid by other		Total Client/FTE Ratio		FY 2010 R&P FTE paid by R&P		FY 2010 R&P FTE paid by other		Total Client/FTE Ratio	
CASELOAD STATISTICS (number of persons)											
PROJECTED											
FY 09	AF	EA	ECA	WH	NE/SA	Total	Grand Total				
Pre-destined											
Geographic											
Free											
PROPOSED											
FY 10	AF	EA	ECA	WH	NE/SA	Total	Grand Total				
Pre-destined											
Geographic											
Free											
FY 2009 Average Monthly Rent for Refugee Apartments							FY 2009 Ave Hourly Starting Wage				
1-BR:		2-BR:		3-BR:							

1. **Office History:** Provide a brief history of the local R&P affiliate/sub-office, including how long it has been a participant in the R&P Program, traditional caseload, and any recent changes in leadership or program.
2. **Financial Resources:** Describe and enumerate below the financial contributions from all sources developed by the affiliate in FY 2009 and proposed for FY 2010 to support the R&P Program. Information on Abstracts for jointly-operated affiliates must reflect only the applicant agency's activities; it should not represent a combination of partner agencies' information. Include only those resources to be used for R&P activities. Describe resources available to meet unplanned emergency or critical needs of refugees.

R&P Contributions Only				
Possible Type of Donor	FY 2009 Estimated Cash	FY 2009 Estimated In-kind Value	FY 2010 Projected Cash	FY 2010 Projected In-kind Value
Foundations/Corporations				
Faith-based/Community-based Organizations				
Fees for Service				
Individuals				
Volunteer Hours/Miles				
State/County/Local Government				
Headquarters				
Affiliate/Sub-office				
Other:				
TOTALS				
TOTALS PER CAPITA				

3. **Site Rationale:** For existing or proposed free case sites, briefly describe why the community is a good location for resettling free case refugees. Include an assessment of availability of appropriate housing, public transportation, and employment opportunities.
4. **Other Programs:** List other short- and long-term resettlement and integration services available at this site and in this community. If this site is able to serve special needs cases, describe what type of special needs cases it can serve and how it is able to do so.
5. **Consultations:** Describe the date, content, and result of consultative discussions undertaken by the affiliate with state and local officials in preparing this proposal, including the response of the state refugee coordinator. For new sites, include evidence of consultations with and support of other local affiliates, refugee and community service providers, and the state refugee coordinator.
6. **Language Resources:** Describe how the site will meet the appropriate language interpretation needs of the caseload proposed for FY 2010. Include how the site will have available, through staff or within the community of resettlement, persons who can communicate with the refugees in a common language and who can assist with the provision of services as needed on a daily basis during the R&P period.
7. **New Case Load for Site Rationale:** If the site expects to resettle refugee groups from regions new to the resettlement location, please provide an assessment of the site's capacity for resettling the anticipated new group. State how many persons in the free NE/SA category will be SIVs.

8. **Co-Sponsorship Program:** If official co-sponsors are involved in R&P services, provide the number of co-sponsors and how many cases they assisted in FY 2008.
9. **Employment:** Describe the average length of time it took for employable refugees to gain employment in FY 2008 and FY 2009. Describe how the affiliate ensures refugees have access to employment opportunities. Provide the most recent statistic on employment outcomes for free-case refugees for FY 2009. For existing sites with employment outcomes below 75% at 180 days for employable free-case refugees, describe the rationale for this site as a placement options for refugees.
10. **In/Out-migration:** Describe how in-migration and out-migration affect R&P service delivery. For existing sites with free-case out-migration rates greater than 15% at 180 days, describe the nationalities, case type, cause of the out-migration (if known), and what strategies have been implemented to reduce future out-migration.
11. *For agencies that also hold contracts with the Office of Refugee Resettlement to provide foster care services to unaccompanied refugee minor (URM) children:* Answer questions 1-7 above in reference to the URM foster care program. Do not answer questions 8-10. Instead, briefly describe how foster care families are selected, trained, and supported.